

STATE CAPITOL COMPLEX CARD ACCESS SYSTEM

Card Access System Definitions:

"Access Level" - Level of authorization given to Card Holder defining what doors can be opened with a Card Read; also includes a Time Zone.

"Card Holder" - a person issued an access Card or Keytag

"Card In" - When a Card Read is initiated to enter a building.

"Card Out" - When a Card Read is initiated to leave a building.

"Card Read" - When an access Card or Keytag is placed close to a Card Reader.

"Card Reader" - A device located next to a door needing control, and wired to the Card Access System; used to receive a Card Read.

"Door Ajar" - Door is not closed against the door jam.

"Time Zone" - A combination of a defined time of day and day of the week.

MUSTER LIST:

In order to keep track of building occupants during evenings or weekends, the Card Access System (CAS) has been setup to keep a Muster List. The Muster List assists Security Personnel in locating building occupants in case of an emergency.

The Muster List is a "real time" indication showing the last activity of Card Holders when they "Card In" or "Card Out" of the buildings exterior doors.

If you "Card In" and did not "Card Out" your name will still be on the Muster List and security personnel would have to assume that you are still in the building should an emergency occur.

If you "Card In" you need to "Card Out" when leaving the building, even if it is during the times that the exterior doors are unlocked (i.e. normal working hours). Keep in mind that the card readers are proximity readers with a read range of 6 to 8 inches and may read your Card/Keytag as you pass by a Card Reader.

When in doubt – "Card Out"!

DOOR FORCED OPEN:

An important part of security within the Capitol complex buildings is monitoring exterior door positions. After presenting a Card or Keytag to a Card Reader, the CAS will grant access ("Valid Read") if you are authorized to use that door. When a "Valid Read" occurs, access is granted, the door is unlocked, and the door position is temporally ignored allowing a Card Holder time to pass through the doorway.

An audible alarm sounds and a "Door Forced Open" (DFO) occurs when:

1. An exterior door is opened without a "Valid Read".
2. If a Card or Keytag is presented and the door is moved before the CAS has determined that it is a "Valid Read".

The CAS cannot differentiate between someone exiting an exterior door without presenting his or her Card/Keytag and someone forcibly trying to open a door in order to gain entry.

When alarms occur Security personnel perform do a follow up inspection to determine and verify the occurrence. Please remember to always "Card Out", pause, and then exit whenever leaving the building.

DOOR AJAR:

When a "Valid Read" occurs, access is granted, the door is unlocked, and the door position is temporarily ignored allowing Card Holders to pass through the door before the CAS shows a "Door Ajar" alarm condition. Please pass through the exterior doors in a timely fashion.

If you always "Card Out" you will never cause a DFO and you will never be on the Muster List.

EXTERIOR DOOR LIST

Capitol North Main
Legislative Wing West
Judicial Wing East
DOT East
DOT South
Liberty Memorial Southeast
Liberty Memorial Southwest
State Office North
State Office South
State Office East

If you have any questions, please contact North Dakota Highway Patrol at 701-328-2455.